

AEN 6.2.5.1 Engineering (Fabrication)

Westvic Staffing Solutions Apprenticeship Employment Network Operations originated in 1984 as a not for profit, community based company and has since evolved as a leading regional provider of employment and training services throughout Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

What is Apprenticeship Employment Network?

Apprenticeship Employment Network is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Apprentice/Trainee Consultant.

What is an Australian Apprenticeship / Traineeship?

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

What is a Training Agreement?

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between the employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the Victorian Registrations and Qualifications Authority (VRQA) via an Australian Apprenticeship Support Network

Engineering – Fabrication

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBC

Date PD Issued: 16/9/22

Position: Apprentice Engineer - Fabrication

Host Employer: Plinius Engineering

Supervisor: Wayne Squire

Host Employer Address: Canadian, Victoria

Westvic Staffing Solutions Apprentice/Trainee Consultant: Brandon Weatherson – 0439 457 931

Duties of Position:

Fabrication engineering tradespersons cut, shape, join and finish metal to make, maintain or repair metal products and structures. They may produce moulds or patterns for metal castings, apply coatings and work with a variety of materials

Tasks Involved:

- Position and hold metal stock or products to enable work to be carried out
 - Perform assembly and dismantling operations, such as screwing or bolting
 - Solder or spot weld components using electrical spot or butt welding machines
 - Operate power hammers, presses or other cutting and shaping tools and machines
 - Transport tools, materials and work pieces to and from sites or workbenches
 - Hand tools to tradespersons and hold tools not immediately required
 - Clean and prepare working surfaces
 - Examine detailed drawings or specifications to find out job, material and equipment requirements
 - Cut, roll, shape, bend, mould, spin, heat or hammer metal products to fabricate parts or sub-assemblies
 - Heat treat metal parts and components
 - Set up and/or operate hand and machine tools, welding equipment or computer numerically controlled (CNC) machines
- Assemble parts and structures by lining up and joining them by welding, bolting or riveting

Personal Requirements:

- Enjoy technical activities
- Physically fit
- Strength to handle materials, tools and machines
- Good hand-eye coordination
- Able to work in a team
- Able to work independently
- Patience
- Accuracy
- No skin or breathing allergies
- Safety Conscious

Key Selection Criteria:

Qualifications and Licences Required:

Nil

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week: 40/38 – Rdo's included**
- **Days per Week: Monday-Friday**
- **Award / Agreement: Manufacturing and Associated Industries Award**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBC**
- **Allowances: TBC**

Copy to: Employee Host Employer Main File

Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____